



**MEMORANDUM CIRCULAR**

No.: 2020-04

**To: All Heads of Executive Departments, National Line Agencies, Central Offices of Bureaus, Attached Agencies, and Government Owned and/or Controlled Corporations (GOCCs), Legislative and Judiciary Branches, Constitutional Bodies and State Universities and Colleges (SUCs)**

**Subject: : Accomplishment of the Online GAD Focal Point System (GFPS) Profile Form, Submission of Policy Issuances on the Creation, Reconstitution and or Strengthening of the GFPS and Updating of Agency GFPS Profile**

**Date: 15 July 2020**

---

The Philippine Commission on Women is continuously updating the database of the agency GFPS of Executive Offices, NGAs, Central Offices of Bureaus, Attached Agencies, and GOCCs, Legislative and Judiciary Branches, Constitutional Bodies and SUCs. As provided in PCW Memorandum Circular 2011-01 or Guidelines for the Creation, Establishment and Strengthening of the GFPS, the GFPS is an interacting and interdependent group of people in all government instrumentalities tasked to catalyze and accelerate gender mainstreaming in their respective agencies. The GFPS is a mechanism established to ensure, advocate, guide, coordinate and monitor the development, implementation, review and updating of their GAD plans and GAD-related programs, projects and activities.

To facilitate the continuous updating of GFPS database of all government institutions, we request agencies to accomplish the online GFPS Profile Form through this link <https://bit.ly/3eAygw6>. **Kindly fill in the appropriate information being requested.**

Kindly submit the completed GFPS Form and all required attachments **not later than October 15, 2020.** Please note that regional line agencies and other institutions present in the regions are not covered by this memorandum circular since the Regional Gender and Development Committees (RGADCs) are tasked to profile their respective GFPS.

May we also take this opportunity to inform all concerned that the PCW will soon launch the GFPS Functionality Tool for NGAs to assess the overall level of performance and functions of agency GFPS. This tool will help agencies in determining the strengths and weaknesses of their existing GAD mechanism and design appropriate interventions to address the gaps. The tool will immediately be forwarded to all GFPS in the PCW database, thus, we highly encourage all concerned to submit your GFPS profile form.

For inquiries, you may contact Ms. Elizabeth B. Omas-as, GAD Specialist of the Technical Services and Regional Coordination Division (TSRCD) at 8735-8917, 8736-1654 local 110, mobile no. 0917-8454471 or email us at [tsd@pcw.gov.ph](mailto:tsd@pcw.gov.ph)

For your appropriate and prompt action.

**ATTY. KRISTINE ROSARY YUZON-CHAVES**  
Executive Director

